

MISSOURI DEPARTMENT OF TRANSPORTATION

CENTRAL DISTRICT
PO Box 718
1511 MISSOURI BLVD.
JEFFERSON CITY, MO 65102

REQUEST FOR QUOTE
BIDDING GUIDELINES
AND DOCUMENTATION

QUOTE MAY BE FAXED

TODAY'S DATE: SEPTEMBER 16, 2013	QUOTE DUE BY (DATE AND TIME): SEPTEMBER 20, 2013 10:00 AM CDST	F.O.B. REQUIREMENTS: FOB DESTINATION
TO BE DELIVERED/COMPLETED: AS SOON AS POSSIBLE	QUOTE #: CD-14-026Q <small>THIS QUOTATION # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE.</small>	BUYER: DEREK VANLOO PHONE NUMBER: 573-526-6956 FAX NUMBER: 573-526-6796 EMAIL: DEREK.VANLOO@MODOT.MO.GOV
<u>District Mailing Address:</u> Missouri Department of Transportation Central District General Services 1511 Missouri Blvd Jefferson City, MO 65102		<u>Delivery Locations:</u> JEFFERSON CITY MAINTENANCE FACILITY 5607 RED EAGLE DR JEFFERSON CITY MO 65109 CONTACT: PHIL HAMILTON (417)252-0960

It is the vendor's responsibility to read and comply with all conditions, specifications, and instructions outlined in this document. This document and any subsequent attachments shall supersede all confirmation forms, receipts, or any other paperwork needed to secure materials, equipment, or services.

ITEM	UM	QTY	DESCRIPTION	UNIT PRICE	DELIVERY TIME FRAME
1	EA	160 Square	Asphalt Roofing Shingles (See Attached Specifications)		
2	EA	220 Feet	Ridge Capping		
3	EA	220 Feet	Starter Strip		
4	EA	220 Feet	Drip Edge		
TOTAL PRICE				\$	
Unit price shall include shipping costs, FOB destination. All bidders are required to submit literature on the item being submitted for quote. Any bidder not meeting the listed minimum specifications will be considered an 'Irregular Bid'. Include shingle manufacturer, duration and pounds per square. Deliver Asphalt Shingles on pallets to delivery address above. Color of shingle shall be selected by MoDOT after all bids are approved. Award will be based on the lowest total price meeting the listed requirements. Quote(s) may be faxed or emailed.					
<u>VENDOR NOTES:</u>					

All responses to this Request for Quote MUST be submitted with this form and all pages MUST be returned to the Buyer listed above.

VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

Vendor Information

All bidders must furnish **ALL** applicable information requested below

Vendor Name/Mailing Address: Email Address:	Vendor Contact Information (including area codes): Phone #: Cellular #: Fax #:
Printed Name of Responsible Officer or Employee:	Signature:
For Corporations - State in which incorporated:	For Others - State of domicile:

If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:

*If additional space is required, please attach an additional sheet and identify it as **Addresses of Missouri Offices or Places of Business**.*

M/WBE INFORMATION: List all certified Minority or Women Business Enterprises (**M/WBE**) utilized in the fulfillment of this bid. Include percentages for subcontractors and identify the M/WBE certifying agency:

<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>
_____	_____	_____
_____	_____	_____

*If additional space is required, please attach an additional sheet and identify it as **M/WBE Information***

Preference Certification

All bidders must furnish **ALL** applicable information requested below

GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA: If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are **not** manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.

Item (or item number)	Location Where Item is Manufactured or Produced

*If additional space is required, please attach an additional sheet and identify it as **Location Products are Manufactured or Produced**.*

MISSOURI SERVICE-DISABLED VETERAN BUSINESS: Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- The management and daily business operations of which are controlled by one or more service-disabled veterans.

Veteran Information

Business Information

Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business

Missouri Highways and Transportation Commission
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

STANDARD SOLICITATION PROVISIONS

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (**MHTC**), acting by and through its operating arm, the Missouri Department of Transportation (**MoDOT**), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

GENERAL TERMS AND CONDITIONS

Definitions

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

Nondiscrimination

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- b. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

Executive Order:

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Preferences

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

Missouri Highways and Transportation Commission
Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions

Cancellation of Contract

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

Bankruptcy or Insolvency

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

Warranty

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

Status of Independent Contractor

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

Non-Waiver

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

Indemnification

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

SPECIAL TERMS AND CONDITIONS

Tax Exempt Status:

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder upon request if applicable.

Permits, Licenses and Safety Issues

The contract price shall include any necessary permits and licenses required by law incidental to the work. Local ordinances requiring building permits are not applicable to state agencies.

Delivery – Additional Requirements

- b. Unless otherwise specified in the proposal, deliveries will be a minimum of **500 Tons Per Day**. No deliveries will be made during the period from **30 minutes before sundown to sunrise**. No deliveries will be made on **Saturdays, Sundays and holidays** unless specifically authorized by the engineer.
- c. The following days shall be construed as **official holidays** under the terms of the contract:

January 1	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
February 12	Lincoln's Birthday
Third Monday in February	Washington's Birthday
May 8	Truman's Birthday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

Temporary Suspension of Work

- a. The **District Engineer** shall have authority to suspend work wholly or in part for such period or periods as may be deemed necessary when weather or other conditions are such that in the opinion of the engineer, the work may be done at a later time with advantage to MoDOT or for failure on the part of the Contractor to comply with any of the provisions of the Contract.
- b. If MoDOT suspends the work for its own advantages and not because of the Contractor's failure to comply with the Contract, the Contractor will be allowed an equal number of calendar days after the completion date for the completion of the work. MoDOT may at its discretion give the Contractor an extension of time for completing the work where the Contractor incurs delays for causes beyond his control.
- c. Normal rainfall is not considered a cause qualifying for an extension of time. Claim for extension of time for all causes must be submitted by the Contractor in writing within 30 Days after the claimed cause for the delay has ceased to exist.

ASPHALT SHINGLES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Granular surfaced asphalt shingle roofing.
- B. Ice dam protection, moisture shedding underlayment, eave, valley and ridge protection.
- C. Associated metal flashings and accessories.

1.2 RELATED SECTIONS

- A. Section 06112 - Framing and Sheathing: Roof sheathing and framed openings.
- B. Section 07212: Nailable rigid insulation.
- C. Section 07631 - Gutters and Downspouts.

1.3 REFERENCES

- A. ASTM A361/A361M - Steel Sheet, Zinc-Coated (Galvanized) by the Hot-Dip Process for Roofing and Siding.
- B. ASTM B209/B209M - Aluminum and Aluminum-Alloy Sheet and Plate.
- C. ASTM D225 - Asphalt Shingles Surfaced with Mineral Granules.
- D. ASTM D226 - Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing.
- E. ASTM D249 - Asphalt Roll Roofing (Organic Felt) Surfaced with Mineral Granules.
- F. ASTM D2178 - Asphalt Glass (Felt) Used in Roofing and Waterproofing.
- G. ASTM D2822 - Asphalt Roof Cement.
- H. ASTM D3018 - Class A, Asphalt Shingles Surfaced with Mineral Granules.
- I. ASTM D4586 - Asphalt Roof Cement, Asbestos Free.

1.4 SUBMITTALS FOR REVIEW

- A. Section 01300 - Submittals: Procedures for submittals.
- B. Samples: Submit two samples of each shingle color indicating color range and finish texture/pattern, for color selection.

1.5 SUBMITTALS FOR INFORMATION

- A. Section 01300 - Submittals: Procedures for submittals.
- B. Manufacturer's Certificate: Certify that Products meet or exceed specified requirements.

1.6 REGULATORY REQUIREMENTS

- A. Conform to applicable code for UL 55B Class C rating, UL 580 wind uplift for shingle types specified.

1.7 MOCK-UP

- A. Section 01400 - Quality Control: Requirements for mock-up.
- B. Provide mockup of 4 sq ft.
- C. Locate at job site.
- D. Mockup may not remain as part of the Work.

1.8 ENVIRONMENTAL REQUIREMENTS

- A. Section 01600 - Material and Equipment: Environmental conditions affecting products on site.
- B. Do not install eave edge protection and shingles when surface or wind chill temperatures are below 45 degrees F.

1.9 EXTRA MATERIALS

- A. Section 01700 - Contract Closeout.
- B. Provide 50 sq ft of extra shingles of each color selected.

PART 2 PRODUCTS

2.1 ASPHALT SHINGLES

- A. Asphalt Shingles: ASTM D225, Type I uniform or non-uniform thickness UL Rating of C, Wind Resistance Label, organic felt base, mineral granule surfaced; 95 lb/100 sq ft wt.; standard interlocking type; square tab; color selected.
- B. Eave (Ice Dam) Protection: ASTM D226, No. 15, unperforated asphalt saturated felts.
- C. Underlayment: ASTM D226, No. 15 unperforated asphalt saturated felts as recommended for use in waterproofing and in construction of built-up roofs.

PART 2 PRODUCTS

2.1 ASPHALT SHINGLES

- A. 3-Dimensional Laminated Strip Shingles: **Mineral-surfaced, self-sealing, laminated multi-ply overlay construction, fiberglass based strip shingles, minimum 30-year limited warranty complying with ASTM 3462, ASTM D-3018 type 1, bearing UL Class "A" external fire exposure label and UL "Wind Resistant" label, weighing not less than 210 lbs. Per square. Color shall be as approved by Owner from standard colors.**
 - 1. Hip and Ridge Shingles: Manufacturer's standard factory pre-cut units to match shingles or job fabricated units cut from actual shingles used.
 - 2. Subject to compliance with requirements, manufacturers offering products which may be incorporated in the work include, but are not limited to, the following:

"Timberline"	GAF
"Independence Shingle"	Certaainteed
"Prestique I"	Elk
"Summit"	Gerogia-Pacific

Approved equal.
- B. Eave (Ice Dam) Protection: Equal to Tamko Moisture Guard Plus.
- C. Building Felt Underlayment: Asphalt felt, plain, 30 lb. Weight, 36 inch wide complying with ASTM D 250 for asphalt shingle applications.
 - 1. Apply roofing felts in strict accordance with manufacturer's instructions.
- D. Fasteners for Asphalt Roofing: Aluminum or hot-dipped galvanized 11 or 12 gauge sharp pointed roofing nails with barbed shanks, minimum 3/8" diameter head, and of sufficient length to penetrate through plywood sheathing.
- E. Metal Drip Edge: Minimum 0.024 inch baked enamel finish aluminum sheet, brake-formed to provide 3 inch roof deck flange, and 1-1/2" fascia flange with 3/8" drip at lower edge, Furnish in 8' or 10' lengths.
- F. Continuous Ridge Vents: Provide high-density polyethelene, continuous, shingle over ridge vent with weather filter of manufacturer's standard design. Provide product equal to "Shinglevent" as manufactured by Air Vent Inc.

2.2 ACCESSORIES

- A. Nails: Standard round wire shingle type hot dipped zinc coated steel type, of sufficient length to penetrate through roof sheathing.
- B. Plastic Cement: ASTM D2822, Asphalt type with mineral fiber components, free of toxic solvents, capable of setting within 24 hours at temperatures of 75 degrees F and 50 percent RH. Cement: Fabricated cutback asphalt type, recommended for use in application of underlayment, free of toxic solvents.

2.3 FLASHING MATERIALS

- A. Sheet Flashings: ASTM A361/A361M; 24 gauge thick steel with minimum 1.25-oz/sq ft galvanized coating.
- B. Bituminous Paint: Acid and alkali resistant type; black color.
- C. Nails: Standard round wire roofing type, hot dipped zinc coated steel of sufficient length to penetrate through roof sheathing.

2.4 FLASHING FABRICATION

- A. Form flashings to protect roofing materials from physical damage and shed water.
- B. Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance.
- C. Hem exposed edges of flashings minimum 1/4 inch on underside.
- D. Apply bituminous paint on concealed surfaces of flashings.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Section 01039 - Coordination and Meetings: Verification of existing conditions prior to beginning work.
- B. Verify that roof penetrations and plumbing stacks are in place and flashed to deck surface.
- C. Verify roof openings are correctly framed.
- D. Verify deck surfaces are dry, free of ridges, warps or voids.

3.2 PREPARATION

- A. Fill knotholes and surface cracks with latex filler at areas of bonded eave protection. Cover knotholes with sheet metal.
- B. Broom clean deck surfaces under eave protection and underlayment.

3.3 INSTALLATION - EAVE (ICE DAM) PROTECTION

- A. Place eave edge and gable edge metal flashings tight with fascia boards. Weather lap joints 2 inches and seal with plastic cement. Secure flange with nails spaced 8 inches o.c.
- B. Apply self-adhering modified-bitumen underlayment eave protection in accordance with manufacturer's instructions.
- C. Apply lap cement at rate of approximately 1 1/4-gal/100 sq ft over underlayment starter strip.
- D. Starting from lower edge of starter strip, lay additional 36 inch wide strips of underlayment in lap cement, to produce a two ply membrane. Weather lap plies minimum 19 inches and nail in place. Lap ends minimum 6 inches. Stagger end joints of each consecutive ply.
- E. Extend eave protection membrane minimum 4 ft up-slope beyond interior face of exterior wall.

3.4 INSTALLATION - PROTECTIVE UNDERLAYMENT

- A. Place one ply of underlayment over area not protected by eave protection; with ends and edges

- weather lapped minimum 4 inches. Stagger end laps of each consecutive layer. Nail in place.
- B. Install protective underlayment perpendicular to slope of roof and weather lap minimum 4 inches over eave protection.
- C. Weather lap and seal watertight with plastic cement items projecting through or mounted on roof.

3.5 INSTALLATION - VALLEY PROTECTION

- A. Place rubberized asphalt/polyethylene sheet as valley protection in accordance with manufacturer's instructions.
- B. Apply a 4-inch wide band of lap cement along each edge of first ply and embed ply of roll roofing minimum 36 inches wide, centered. Place with mineral surface side up. Press into cement to encourage bond and nail in place minimum 18 inches o.c., 1 inch from edges.

3.6 INSTALLATION - METAL FLASHING AND ACCESSORIES

- A. Weather lap joints minimum 2 inches and seal weather tight with plastic cement.
- B. Secure in place with nails at 8 inches o.c. Conceal fastenings.
- C. Flash and seal work weather tight, projecting through or mounted on roofing with plastic cement.

3.7 INSTALLATION - ASPHALT SHINGLES

- A. Install shingles in accordance with manufacturer's instructions.
- B. Place shingles in straight coursing pattern with 5-inch weather exposure to produce double thickness over full roof area. Provide double course of shingles at eaves.
- C. Project first course of shingles 3/4 inch beyond fascia boards.
- D. Extend shingles 1/2 inch beyond face of gable edge fascia boards.
- E. Extend shingles on one slope across valley and fasten. Trim shingles from other slope 2 inches from valley centerline to achieve closed cut valley, concealing the valley protection.
- F. Cap hips and ridges with individual shingles, maintaining 5-inch weather exposure. Place to avoid exposed nails.
- G. After installation, place one daub of plastic cement, one-inch diameter under each individual shingle tab exposed to weather, to prevent lifting.
- H. Coordinate installation of roof mounted components or work projecting through roof with weather tight placement of counter flashings.
- I. Complete installation to provide weather tight service.

3.8 FIELD QUALITY CONTROL

- A. Section 01400 - Quality Control: Field inspection.

3.9 PROTECTION OF FINISHED WORK

- A. Section 01700 - Contract Closeout: Protecting installed work.
- B. Do not permit traffic over finished roof surface.

END OF SECTION

